



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 155.232 Davidson, Jeff
D252S **The 60 Second Procrastinator: Sixty Solid Techniques to Jump-Start Any Project and Get Your Life in Gear.** Adams Media, 2004. *What? You mean I can't say - wait a minute - anymore?*
- 158.1 Davies, Philippa
D257I **Increasing Confidence.** DK Pub. Inc., 2003. *This will allow you to roll without shaking and rattling.*
- 155.9042 Davies, Philippa
D257T **Thriving Under Pressure.** DK Pub. Inc., 2003. *After reading this, I think I'm good for up to 10 additional pounds per square inch of pressure, especially when I'm wearing my ergonomically designed high density relaxation suit.*
- 158.1 Gelb, Michael
G314M **More Balls than Hands: Juggling Your Way to Success by Learning to Love Your Mistakes.** Prentice Hall Pr., 2003. *So - before you drop the ball at work, make sure you get several others up in the air first. Then you can always say you were practicing your juggling.*
- 158.1 Greenwood-Robinson, Maggie
G816T **20/20 Thinking: 1,000 Powerful Strategies to Sharpen Your Mind, Brighten Your Mood, and Boost Your Memory.** Penguin Putnam Inc., 2003. *Personally, I'll go with anything to avoid those cerebral cortex contact lens implants.*
- 650.13 Hoover, John
H789H **How to Work for an Idiot: Survive and Thrive Without Killing Your Boss.** Career Pr., 2004. *After all - ventriloquists aren't the only ones who have to work hard to make a dummy look good.*
- 153.14 Thomas, David
T455I **Improving Your Memory.** DK Pub. Inc., 2003. *I worry though - if I do this - will my brain then be subject to recall?*

650.11 Tracy, Brian
T761T **Time Power: A Proven System for Getting More Done in Less Time than You Ever Thought Possible.** AMACOM, 2004. *WOW - I've never seen a minute hand with that strong of a grip. Okay - you can let go of all those seconds now.*

CAREER

650.1 Moses, Barbara
M911W **What Next? The Complete Guide to Taking Control of Your Working Life.** DK Pub. Co., 2003. *This explains in detail how to climb up and down on corporate ladders, how to get on and off treadmills; and most important, how to grab the brass ring without falling off the carousel.*

COMMUNICATION

153.6 Hogan, Kevin and Ron Stubbs
H714C **Can't Get Through: 8 Barriers to Communication.** Pelican Pub. Comp., 2003. *Let's see - I've tried my dynamite personality, short fuse, explosive temper - how about my earth shattering good looks - no - okay - maybe I'll try this book - hmmmm.*

302.3 Stark, Peter B. and Jane Flaherty
S795O **The Only Negotiating Guide You'll Ever Need: 101 Ways to Win Everytime in Any Situation.** Broadway Books, 2003. *So - if at first they don't concede - try, try again - or at least 101 times.*

MANAGEMENT

658.406 Abrahamson, Eric
A159C **Change Without Pain: How Managers Can Overcome Initiative Overload, Organizational Chaos, and Employee Burnout.** Harvard Business School Pr., 2004. *That's fine and all - but you see, they haven't perfected the process. There is still some residual tickling sensation - enough - okay - stop- stop - I can't take it - HA - HEE - HEE - OHH - HEE - HEE*

- 658.812 Columbo, George
C718K **Killer Customer Care: How to Provide Five Star Customer Service that Will Double and Triple Your Profits.** CWL Pub. Enterprises Inc., 2003. *Sounds like you offer them service they "can't refuse".*
- 658.403 Eppler, Mark
E644W **The Wright Way: Seven Problem Solving Principles from the Wright Brothers that Can Make Your Business Soar!** AMACOM, 2004. *Remember though, even if you want to change and take off in a new direction, it's still best to be going against the wind.*
- 658.4036 Maruska, Don
M389H **How Great Decisions Get Made: 10 Easy Steps for Reaching Agreement on Even the Toughest Issues.** AMACOM, 2004. *And it's all done with ingredients you are likely to have on hand such as: distorted expectations, unreasonable fear, left over meetings - plus there's even a shortcut recipe for 30 minute miracle decisions. Unless of course, you prefer to let your options marinate*
- 658.4012 Steiner, Brandon
S822B **Business Playbook: Leadership Lessons from the World of Sports.** Entrepreneur Media Inc., 2003. *Building and maintaining trust will eventually get you down field. However, if you're facing third and long, I would definately go with underpromising and over-delivering.*
- 658.3 Stone, Florence M.
S877M **The Manager's Question and Answer Book: 190 Important Questions with Practical Answers to Make You a Better Manager.** AMACOM, 2003. *It fails to answer that one most important question though: What if a problem comes up and you don't have this book?*

WORK ENVIRONMENT

- 646.7 De Graaf, John - editor
T1365 **Take Back Your Time: Fighting Overwork and Time Poverty in America.** Berrett-Koehler Pub. Inc., 2003. *Hey Brother, can you spare ten seconds for a coffee break?*
- 618.24 Hall, Nancy W.
H178B **Balancing Pregnancy and Work: How to Make the Most of the Next Nine Months on the Job.** Rodale, 2004. *I think if you keep the paperwork on your desk to no more than 25 - 30 pounds you should be able to work your way back.*
- 650.1 Kaye, Beverly and Sharon Jordan-Evans
K234L **Love it Don't Leave It: 26 Ways to Get What You Want at Work.** Berrett-Koehler Pub. Inc., 2003. *I was hoping to find throwing a tantrum or holding your breath or screaming or at least non stop whining - oh well.*